



Position Vacancy Announcement

Today's Date: **8/1/2016** Posting # **8452**
Job Title: **Summer Youth Works Program Coordinator**
Location: **101 W.24th Street Baltimore MD 21218**
FLSA/ Code/ Status: **Exempt/ MAPS unrepresented**
Starting Salary: **\$58,300**
Status: **Full-time Temporary with Benefits**

Position Overview:

This is a service delivery position where work duties involve direct management of Youth Works staff. Assignments are carried out in accordance with Baltimore City (COB) and the Mayor's Office of Employment Development (MOED) - Youth Services Division procedures and policies. Work is performed under close supervision of the Youth Works Program Manager. Position duties include, but not limited to the following:

Typical Examples of Work Performed:

- Plans, designs, develops, implements and oversees standard operating procedures to assure objectives are achieved (i.e. goals associated with intake, client attendance, independent job search, job placement and counseling activities, YW online system).
- Determines and arranges for training of staff
- Establishes and maintains effective working relationships with other MOED managers, management level personnel from federal, state, county and other city agencies.
- Establishes and maintains working relationships summer staff.
- Reviews the quality of work within the YouthWorks department.
- Ensure that instructions issued by the unit's technical supervisor are carried out in a timely and efficient manner.
- Reviews assigned programs and makes recommendations to assure program effectiveness.
- Facilitate coordination of special projects: bus pass distribution, worksite supervisors training, financial responsibility training, school system project, YW response team, and worksite development
- Evaluates program activities to determine program effectiveness and to ensure achievement of program objectives, utilizing field observation, YW Online System; identifies obstacles to objectives and recommends improvements.
- Supervise year round and summer staff
- Performs other duties as required.

Key Attributes:

- Thorough knowledge of general office practices and procedures and other administrative applicable rules and regulations.
- Thorough knowledge of labor market needs and employment practices.
- Knowledge of computers and software.
- Knowledge of supervisory, personnel, and administrative practices and procedures.
- Ability to supervise a subordinate staff engaged in the delivery of employment and training programs and administrative functions.

- Ability to analyze and recommend resolution of employment and training problems by application of knowledge acquired through management level program involvement.
- Ability to synthesize data and prepare interpretive reports.
- Ability to lead groups, communicate, clearly and to write detailed specifications for comprehensive planning.
- Ability to establish and maintain effective working relationships with other agencies and MOED associates.
- Ability to assign and review the work of subordinate employees.
- Ability to inspire staff to work as a team.
- Ability to stay abreast of rules/regulations governing the program.
- Ability to follow written and oral instruction.
- Ability to prioritize and handle multiple tasks.
- Ability to work as a member of a team to assure project completion.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

Qualifications:

- Must be flexible to work evenings and Saturdays when directed
- Bachelor's in Human Services and 3 years of experience working in human services field and / or equivalent education and experience
- Must be capable of completing data entry and search functions using agency, city and state software programs
- Must have a valid, unexpired Maryland driver's license
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com.

Please place job title and posting number in the subject line.